



Code: 6421

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: COORDINATOR OF PRINTING SERVICES - GRAPHICS

CHARACTERISTICS OF THE CLASS

Under general supervision, plans and directs printing, photocopier, and bindery services for the city's central Graphics and Reproduction Center, and performs related duties as required

ESSENTIAL DUTIES

- Writes and prioritizes work order specifications and develops work schedules in order to meet project deadlines
- Prepares job estimates for incoming work orders
- Coordinates and monitors staff responsible for pre-press, preparation, pressroom, and binding operations
- Orders and maintains an inventory of printing materials and supplies
- Inspects printed materials to ensure that quality standards and job specifications are met
- Oversees the preventative maintenance of related machinery and ensures the cost effectiveness of repair services
- Manages high-volume color and black and white printing processes including a variety of bindery functions (e.g., folding, binding, numbering, cutting, drilling)
- Conducts and facilitates training for staff in the operation of new equipment
- Participates in the preparation of the unit's annual operating budget
- Prepares work activity reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of offset printing, photocopying (both color and black and white) and bindery experience, of which one year is in a supervisory role related to responsibilities of the position, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to fumes and dust
- Exposure to loud noise
- Exposure to cramped, noisy, dirty or unpleasant surroundings

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Various printing presses (e.g., small offset, multi-color, large) and peripheral equipment
- Bindery equipment and devices (e.g., large scale, laminator, folders, large paper cutters)
- High volume, high speed photocopiers

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *publication design and printing
- *applicable computer software packages (e.g., Adobe Creative Suite, Enfocus PitStop)
- *high volume, high speed photocopier equipment and large scale bindery devices
- *applicable printing presses and related machinery

Moderate knowledge of:

- formatting styles and methods used in printing applicable publications
- applicable department and City programs, services, and resources

Some knowledge:

- supervisory methods, practices, and procedures
- budget preparation and planning

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *INSTRUCTING - Teach others how to do something
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
August, 2015